



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

**SENIOR LIBRARIAN (SPECIALIST)
(RESIDENTIAL CARE CENTERS)**

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| SALARY RANGE: | Range A: \$4,508 - \$6,220 per month* <small>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small> |
| TENURE/TIME BASE: | Permanent/Full-Time* <small>*The Hiring Authority will also consider filling this vacancy on a Permanent/Half-Time basis.</small> |
| PROGRAM/DEPARTMENT: | Training Department |
| FINAL FILING DATE: | Until Filled |

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has an immediate vacancy for a Senior Librarian. This is a Permanent position, which may be filled on a Full-Time or a Half-Time basis. The Senior Librarian is responsible for the daily operations of a staff library. Typical tasks include monitoring the operation to ensure the facility is meeting the work-related information needs of staff by furnishing appropriate information and materials from the Library collection through inter-library loan or access to the Internet. The Senior Librarian is expected to have knowledge of and ability to apply principles, trends, and practices of professional library work; modern library methods, techniques, bibliographic terminology, subject fields, and standard reference materials including: the scope of relevant library resources in print, multimedia and electronic formats, trends, organization, computers and databases. The Senior Librarian is expected to remain current with trends in the field of developmental disabilities maintaining regular contact with facility staff to keep abreast of their information needs. Additional tasks include managing the staff library budget; preparing library reports, memorandums, and announcements, responsibility for the collection development including evaluation of selection acquisition, and disposal of library materials, as needed; other duties as outlined in the duty statement.

WHO MAY APPLY:

Candidates must possess Civil Service Eligibility to apply. Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per California State Personnel Board Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Description and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearance. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

SEND YOUR COMPLETED (STD. 678) TO:

Sonoma Developmental Center
Human Resources Examination Unit – Room #124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

Contact Chris Gephart at 707 938-6454 for questions specific to the essential function of the position. Questions regarding Civil Service Eligibility will be determined by the selection analysts in the Human Resources Examination Unit.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.